

# Quick-Start Guide to VOCA VICTIM COMPENSATION GRANTS Using the Office of Justice Programs Online Grants Management System (GMS)

**Before logging into GMS make four (4) computer files. All file names must include the State/Commonwealth initials. See below.**

**File 1** Include **Crime Victim Compensation State Certification Form, FY 2006 payout**. The form is available on the OVC Web page at <http://www.ovc.gov/fund/kits.htm>. The completed form should be saved. Be sure the file name includes the state/commonwealth initials.

**File 2** Address planned **Administrative Funds** usage. The state grantees choosing to use a portion of the award for administrative purposes must report the amount of the total grant that will be used for administrative funds and certify that these funds do not supplant other funds available for administration. (NOTE: This amount cannot exceed 5 percent of the award and should be expressed as a percentage only.)

**File 3** Provide **certification State Grantee Eligibility Requirements** statement. (Hint: Copy and use the statement below.) Each state grantee must provide written, signed certification that it complies with and will comply with the requirements of Part II, State Grantee Eligibility Requirements. These include:

- Promotes victim cooperation with reasonable requests of law enforcement authorities.
- Certifies that grants received for crime victim compensation will not be used to supplant state funds otherwise available to provide crime victim compensation.
- Provides compensation to residents and nonresidents on the same basis.
- Provides compensation to victims of federal crimes occurring within the state on the same basis that it provides compensation to victims of state crimes.
- Does not, except according to state-established rules, deny compensation to any victim because of the victim's familial relationship to the offender or because the victim and offender share the same residence.
- Includes as compensable those crimes that result in victims suffering death or personal injury as a result of the intentional or attempted defacement, damage, or destruction of any religious real property because of its religious character, or the obstruction, by force, or threat of force, of any person's enjoyment of the free exercise of religious beliefs when the crime is covered by interstate or foreign commerce. VOCA also requires that states include as compensable those crimes that result in victims suffering death or personal injury as a result of the intentional or attempted defacement, damage, or destruction of any religious real property because of the race, color, or ethnic characteristics of any individual associated with the religious property.
- Provides other information and assurances related to the crime victim compensation program that the OVC Director may reasonably require.
- Requires that the grantee assist OVC in implementing its responsibilities under the National Historic Preservation Act (NHPA). Specifically, the grantee will establish and maintain records when reviewing and considering any request for use of grant funds that involves proposed renovation work. Renovation work includes altering or otherwise improving the exterior or interior of a structure. This applies to proposed renovation work that is not only specifically funded with OVC compensation grant funds, but also may be funded by the grantee or any third party as a prerequisite to accommodate the proposed use of the grant funds. This provision is limited to state grantees and cannot be passed through as an obligation for a victim. The grantee

must certify to OVC that they have established and maintain records of any proposed renovation work on a structure that is less than 50 years old or 50 years and older. If the structure is determined to be less than 50 years old and this fact is documented in the grant file, no further action is required. If any portion of the structure is 50 years or older, the grantee is required to contact the State Compensation and Assistance Division Director at 202-307-5983 to provide information needed for the NHPA consultation process. This may include assisting OVC to consult with the State Historic Preservation Officer and amending the proposed renovation work to avoid any potential adverse impact to the historic structure. The grantee assures not to fund any proposed renovation of a structure 50 years or older until the grantee has received written approval from OVC.

**File 4**     **State statute covering the crime victim compensation program.** A resource for electronic copies of legislation is the Web site <http://www.romingerlegal.com>, which provides links to all state statutes.

## **Logging Onto GMS With Agency User ID and password**

Go to [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm). Find the OVC FY 07 Victim Compensation solicitation on that page and click on "Apply Online" **OR** Select "Logon to the Grants Management System (GMS)" from the opening paragraph to apply for OJP grant funding.

Both of these methods should take you to the GMS login screen. Use your agency established GMS user ID and password to log on. To find the solicitation, look to the left side bar and click on Funding Opportunities. Find the OVC FY 07 VOCA Victim Compensation Solicitation. Click on it and begin to complete the SF-424.

### **Tips:**

1. If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

2. Help Aids are available at the "GMS login" screen, in the middle of the screen, labeled "New Applicants Click here first for Training Materials." These are screen shots and helpful text.

3. 424 answers – New grant, Non-Construction.

4. Ensure that the information for the authorizing official and alternate contact is entered correctly. FYI: The **authorizing official** is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

**If you have never used GMS**, click on "New User? Register Here" and follow the onscreen instructions to register with GMS. **After your registration is complete**, you must pick the OVC FY 07 Victims of Crime Act (VOCA) Crime Victim Compensation Grants Program solicitation and begin working on it so that your application. When you start the 424 it will be viewable by the Office for Victims of Crime (OVC). You will receive confirmation of approval to apply and submit application through e-mail. Confirmation may take up to 1 week.

**Submit your application online on or before 3/30/07. Submission is only possible after receiving the confirmation e-mail**, completing the online application, including the four required file attachments, and hitting the "Submit" button. After submission of the finalized application, the online system will provide notification that the application has been received and sent to OVC. The GMS system will provide an application identification number for future reference. If you have any questions about GMS or need technical assistance when applying online, contact the GMS Hotline at 1-888-549-9901 or Linda Rost, OVC Grant Administrative Specialist, at telephone number 202-616-3304 or e-mail [Linda.Rost@usdoj.gov](mailto:Linda.Rost@usdoj.gov).